

Hours of Service of Drivers

General rule	The hours of service rules apply to all motor carriers and drivers, with exceptions found in paragraphs (b) through (n) of Section 395.1.
Ten-hour rule	Drivers are allowed to drive for ten hours following eight consecutive hours off duty.
15-hour rule	A motor carrier cannot permit or require a driver to drive after 15 hours are spent on duty following 8 consecutive hours off.
60 and 70 hour rules	<p>A motor carrier must not permit or require a driver to drive after a total of:</p> <ul style="list-style-type: none"> • 60 hours on duty in 7 consecutive days, or • 70 hours on duty in 8 consecutive days. • If the driver works more than one job of any kind, that time must also be included as On Duty Time.
Driver's record of duty status	<p>Every driver shall prepare a record of duty status (Driver's daily log) in his/her own handwriting for each 24-hour period, unless operating under the 100 air-mile radius exemption.</p> <p>Failure to complete or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.</p>
100 air-mile radius exemption	<p>A driver is exempt from maintaining the driver's daily log requirements of Section 395.8 if all of the following is true:</p> <ul style="list-style-type: none"> • The driver operates within a 100 air-mile radius of the normal work reporting location. • The driver returns to the work reporting location and is released from work within 12 consecutive hours. • Each 12 hours on duty are separated by at least 8 consecutive hours of off duty. • The driver does not exceed a maximum of ten hours driving time following eight consecutive hours off duty. • The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records that show: <ul style="list-style-type: none"> – The total number of hours the driver is on duty each day – The time the driver reports for duty each day – The time the driver is released from duty each day – The total time for the preceding seven days for first-time or intermittent drivers
Submitting/retaining duty status log	The driver must submit the original log sheet to the employing carrier within 13 days after completion. When a motor carrier uses a driver initially or intermittently, that carrier must obtain from him/her a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which he/she was last relieved of duty. Records of duty status must be maintained, with all supporting documents, for a minimum of six months.

Automatic on-board recording devices

Alternatively, motor carriers may require a driver to use an *automatic on-board recording device* to record duty status. The driver must still have in his/her possession records of duty status in automated or written form, for the previous seven consecutive days. All hard copies of the driver's record of duty status must be signed by the driver.

HOURS-OF-SERVICE RECORD FOR FIRST TIME OR INTERMITTENT DRIVERS

Instructions: When using a driver for the first time or intermittently, a signed statement must be obtained, giving the total time on duty (driving and on duty) during the immediate preceding seven days and the time at which the driver was last relieved from duty prior to beginning work.

Name (Print) _____		
First	Middle	Last
DAY	TOTAL TIME ON DUTY	
1	_____	
2	_____	
3	_____	
4	_____	
5	_____	
6	_____	
7	_____	
TOTAL _____		
I hereby certify that the information contained herein is true to the best of my knowledge and belief, and that my last period of release from duty was from		
_____ to _____		
(Hour/Date)		(Hour/Date)
Signature _____		Date _____

U.S. DEPARTMENT OF TRANSPORTATION

DRIVER'S DAILY LOG
(ONE CALENDAR DAY - 24 HOURS)

ORIGINAL - Submit to carrier within 13 days
DUPLICATE - Driver retains possession for eight days

(MONTH) (DAY) (YEAR) (TOTAL MILES DRIVING TODAY)

VEHICLE NUMBERS - (SHOW EACH UNIT)

I certify these entries are true and correct:

(NAME OF CARRIER OR CARRIERS)

(DRIVER'S SIGNATURE IN FULL)

(MAIN OFFICE ADDRESS)

(NAME OF CO-DRIVER)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY																									
2: SLEEPER BERTH																									
3: DRIVING																									
4: ON DUTY (NOT DRIVING)																									
MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11		
REMARKS																									

Pro or Shipping No. _____

SUMMARY OF HOURS WORKED AND HOURS AVAILABLE

This summary page may be used either separately or in conjunction with the Redi Recap section on the face of each record of duty status to assist the driver in computing his or her time. Entries should be made each day even though driver may not work on a particular day or days. The record of "Total On Duty Hours, under heading PREVIOUS MONTH'S REFERENCE representing the last 7 days previous month" right side of this page may be used to assist in computing the hours at the beginning of each month. These figures are necessary when using this page only or when recording hours of service on each record of duty status.

DATE	Hours Worked Today	Total Hours Last 6 Days	Total Hours Last 7 Days	Eligible Hours Tomorrow	PREVIOUS MONTH'S REFERENCE		
1					Date	Record of Duty Status No.	Total On Duty Hours
2							
3							
4							
5							
6							
7							
8							
9							
10						TOTAL	
11							
12							
13							
14							
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This letter authorizes our driver _____ to be Off-Duty during meal and other routine stops.

The purpose of the Federal Department of Transportation Hours of Service Regulations (Part 395) is to keep tired drivers from operating vehicles. Under certain circumstances, however, it appears that enroute stops for meals or other routine purposes may serve to lessen a driver's fatigue.

Therefore, this letter is authorization for you to record your meal or other routine stops on your logs as Off-Duty, rather than On-Duty Not Driving as would normally be the case. However, this may be done only under all of the following circumstances.

1. Your vehicle must be parked in a safe and secure manner so as to prevent obstruction of traffic and theft or damage to the vehicle and cargo.
2. The off-duty period must be no less than 30 minutes and no longer than 60 minutes.
3. During the off-duty period, you are relieved from responsibility from your vehicle and cargo.
4. During the off-duty period, you are free to leave the premises on which your vehicle is parked and to pursue activities of your choosing, as long as your ability to safely operate your vehicle is not impaired as required by Part 392, "Driving of Vehicles", of the Federal Motor Carrier Safety Regulations.

Driver Supervisor

Date

DRIVER'S TIME RECORD

Driver's Name (print) _____ Employee No. _____ Month _____ Year _____

DRIVERS MAY PREPARE THIS REPORT INSTEAD OF "DRIVERS DAILY LOG" IF THE FOLLOWING APPLIES:

- * Operates within 100 air-mile radius of headquarters.
- * Returns to headquarters and is released from work within 12 consecutive hours.
- * At least 8 consecutive hours off duty separate each 12 hours of duty.

INTERMITTENT DRIVERS

Shall complete this form for 7 days preceding any day driving is performed.

This includes the preceding month.

Date	Start Time "All Duty"	End Time "All Duty"	Total Hours	Driving Hours	Truck Number	Headquarters
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
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To be prepared monthly by each DOT certified driver unless time record is exclusively kept on Driver's Daily Log. Indicate "days off". Check box if no driving is performed during this month and the first 7 days of the following month. Mail this report to your Division Manager of Administration.